



# County of San Bernardino Department of Behavioral Health

## INFORMATION NOTICE NO.09-01

DATE: January 26, 2009

TO: DBH Staff  
Contract Agencies

FROM: Allan Rawland, Director

SUBJECT: Outpatient Chart Manual (OCM) Changes

**On-Line OCM  
Implementation**

Please discontinue using the paper version of the Outpatient Chart Manual, **copyright 2006**, and refer only to the revised on-line manual **dated 1/20/09**. The manual can be accessed on the Internet at:

[www.co.san-bernardino.ca.us/dbh/outpatientchartmanual/ocm.pdf#](http://www.co.san-bernardino.ca.us/dbh/outpatientchartmanual/ocm.pdf#)

and on the DBH Intranet at:

[http://countyline.sbcounty.gov/dbh/Clinical\\_Manual/OCM.pdf#](http://countyline.sbcounty.gov/dbh/Clinical_Manual/OCM.pdf#)

**Corrections to  
OCM**

Below are edits that have been made to the on-line version of the OCM:

- Client Resource Evaluation (pg. 1-1-2), typo corrected
- Diagnosis (pg. 1-1-3), added a sentence
- Diagnosis (pg. 1-1-4), typo corrected
- Closing the Chart (pg. 2-1-1), reworded
- Clinical Assessment – Adult & Child/Adolescent (pg. 2-3-4), word removed

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**INFORMATION NOTICE NO.09-01, Continued**

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**Corrections to  
OCM**  
(continued)

- Psychiatric Evaluation for Children & Adults (pg. 2-3-5), referenced 'Clinical Assessment' section
- Client Recovery Plan (pg. 2-4-5), closed parenthesis; (pg. 2-4-6), changed "for" to "or"; (pg. 2-4-12), removed paragraph 10 – "Variation if MSS only"
- Medication Support Services (MSS) Service Plan (Client Plan) (pg. 2-4-14), aligned paragraph
- Deleted "SPAT Exemptions and Extensions" information, (pg. 2-4-10)
- Deleted "Review/Authorization System for Psychotherapy & Rehab/ADL:SPAT" chapter, (pgs 2-4-16 to 2-4-25)
- Deleted "SPAT Exceptions" chapter (pgs. 2-4-28 to 2-4-29)
- Day Treatment Intensive ID notes (pgs. 2-5-3 & 2-5-4), typos corrected
- Documentation in the Chart of Client Complaints (pg. 2-5-5), changed "tin" to "in" and added reference to SPM
- General Instructions for All Interdisciplinary Notes (pgs. 2-5-8 & 2-5-10), corrected typos; added "DTI (Day Treatment Intensive)" and "Crisis Stabilization" under Abbreviations
- Medicare Charting & ID Notes (pg. 2-5-12), changed wording under "Policy"
- Medicare Charting & ID Notes (pgs. 2-5-13, 2-5-15, 2-5-16), corrected typos
- Medication Support Services ID Notes (pg. 2-5-18), added reference to "Client Recovery Plan" for Medication Service Plan Elements
- Local Medical Review Board (pgs. 3-1-3 & 3-1-4), corrected typos
- HIV & AIDS Charting (pg. 3-2-2), corrected 2 typos

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**Corrections to  
OCM**  
(continued)

- Physical Assessment (pg. 3-2-7), added a line regarding "Forms in Other Languages"
- Consent for Treatment (pg. 5-1-6), corrected typo and added a reference to an SPM
- Consent for Treatment (pg. 5-1-7), reworded to read "Forms in Other Languages"
- Medication Consent Form (pg. 5-1-10), added a paragraph and added reference to "Forms in Other Languages" section
- Treatment Consent Delegation (pg. 5-1-12), added reference to SPM
- Letters "To Whom it May Concern" Requested by Clients (pg. 6-1-1), changed wording from "receipt of" to "confirmation of"
- Abbreviation List (pg. 7-1-1), added policy paragraph
- Abbreviation List (pg. 7-1-9), corrected typo
- Charting Interpretation of a Service (pg. 7-1-13), deleted. This is a duplicate of Charting Interpretation and Services in a non English Language (4-1-2)
- Persons Allowed to Chart (pg. 7-1-17), reworded information in "Weekly Summaries" paragraph
- Signatures (pg. 7-1-19), added "psychologists" and changed MFCC references to MFT's
- Standard Billing Requirements Auditing (pg. 8-1-4), changed "adults" to "audits"
- Standard Billing Requirements Before Client Contact (pg. 8-1-5), deleted a line from "Common Billable Categories" paragraph
- Standard Billing Requirements Chart Closure (pg. 8-1-7), inserted word "service"
- Standard Billing Requirements Groups (pgs. 8-1-14 & 8-1-15), corrected 3 typos

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### INFORMATION NOTICE NO.09-01, Continued

#### Corrections to OCM (continued)

- Standard Billing Requirements Groups, corrected information in "Medication Education Groups" section, (pg. 8-1-15)
- Standard Billing Requirements Groups (pg. 8-1-16), corrected 3 typos and changed "parent" to "child"
- Standard Billing Requirements Outings (pgs. 8-1-23 & 8-1-24), corrected 3 typos
- Service Location, (pg. 8-1-28), corrected typo.

#### Forms

Forms that were included in the paper version of the Outpatient Chart Manual are excluded from the online version. The forms can be accessed at [www.co.san-bernardino.ca.us/dbh/forms/forms.asp](http://www.co.san-bernardino.ca.us/dbh/forms/forms.asp). Below is a listing of the forms:

Form No.	Form Name
CLP006	CDI Universal
CLP011	Adult Clinical Assessment
CLP012	Client Resource Evaluation
CLP015	Child/Adolescent Clinical Assessment
CLP017	Client Recovery Evaluation
CLP019	Care Necessity
CLP021	Healthy Homes Assessment
CLP022	Diagnosis
CLP024 E/S	Client Recovery Plan
CLP025	Discharge Summary
CLP026	Abnormal Involuntary Movement Scale
CLP027	ID Notes
CLP028	Services Team Actions
COM001	Authorization for Release of Protected Health Info (PHI)
COM007	Children's Interagency Authorization to Exchange PHI
COM015	Consent to Sound/Video Record
COM018E/S	Advance Directive
MSD 006	Alert Sheet for Allergies
MSD008	Medication Visit ID Note